



## Our Local Offer

Information about what Atelier Nursery provides for children and their families with Special Educational Needs and/or Disabilities (SEND)

<p><b>Unique Child, Learning and Development</b></p> <p><b>How does Atelier Nursery know if a child needs extra help and what should I do if I think my child has special educational needs?</b></p> <p>How do you identify children with special educational needs and Disabilities (SEND)? How will I be able to raise any concerns I may have?</p>	<ul style="list-style-type: none"> <li>• Ongoing observational assessments are made of all children and are linked to the development matters age and stages of development. This can in some cases identify individual needs. These observations will be discussed between yourself as a parent or carer, your child's key person, the setting manager and the setting SENCO.</li> <li>• Each child has a key person. Their role is to develop trusting, sensitive relationships with parents and children to enable respectful sharing of information. If you have any concerns about your child's development please ask for a time when you can discuss this in private with them.</li> <li>• If your child's key person has identified a possible individual need they will share in their observations and discuss the matter with you in private where you will be able to share in your thoughts and plan together to support your child's learning and development.</li> <li>• The setting has a trained SENCO who will liaise with other professionals to seek advice and support to the key person and other nursery staff. The SENCO will liaise with other professionals to seek advice and support in identifying individual needs if necessary.</li> <li>• Support and advice from the Area SENCO can be sought with the parents' permission.</li> <li>• Reports from health care professionals such as Health Visitors and Speech and Language Therapists help to identify children's individual needs. We welcome parents and professionals sharing these reports with us in order to plan appropriately to meet the individual needs of your child</li> </ul>
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<p><b>Unique Child, Learning and Development</b></p> <p><b>How will Atelier Day Nursery staff support my child?</b></p> <p>How do you oversee and plan the education that my child will participate within in.</p> <p>Who else will be involved with my child and what will their role be?</p>	<ul style="list-style-type: none"> <li>• When you child first joins Atelier Nursery a range of information is shared between parents and the staff at the nursery. This information will help to inform the support your child may need and identify who will be best to support this them.</li> <li>• A home visit will be offered to every family joining the nursery. This can often be a good time to share in information.</li> <li>• Parents are welcomed and encouraged to spend time in the nursery whilst their child settles. This helps relationships to develop between the child, yourself and your key person.</li> <li>• Children will always be at the heart of everything we do. We work with parents and carers to support children together.</li> <li>• We will listen to you as well as your child.</li> <li>• We will use our observations, listenings, assessments and evaluations to help to inform us of your child's current stage development and we will use these to plan for their future learning needs.</li> <li>• Your key person will meet with you regularly to share in their observations and assessments, your thoughts and observations will be included in every assessment.</li> <li>• Your key person and the setting SENCO or leader will explain how children's individual needs can be met by planning for them as an individual. They will also work with you to identify who else could help in your child's development.</li> <li>• Your key person will develop a relationship that is sensitive and in tune with your child, enabling them to recognise and identify their interests, fascinations and their needs.</li> <li>• The nursery leadership team will hold an overview of the observations and assessments made of your child, and will seek to offer support and consistency in the approaches taken.</li> </ul>
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**Unique Child, Positive Relationships**  
**How will Atelier Nursery prepare and support my child to join the setting, transfer to a new setting or the next stage of education and life?**

What preparation will there be for both the setting and my child before he or she joins the setting.

How will she or he be prepared to move on to the next stage? What information will be provided to his or her new setting? How will you support a new setting to prepare for my child?

**Joining the setting:**

- Every child at the nursery is allocated a key person and their role will be explained. Your key person will be the first point of contact for you and your child, they will care for and have responsibility for the educational opportunities that your child will have.
- You will be offered a home visit where you can meet your key person and a member of the leadership team within the emotional security of your home.
- You will stay with your child as they settle and work in partnership with your key person to determine the right time to gently pass over the responsibility of care. Initially you might just pop upstairs for a coffee and be separated for as little as 10 minutes for your child.
- You will have both planned for and spontaneous opportunities to share and meet with the leadership team and your key person enabling you to discuss your child's progress during their settling in sessions.
- We will ask you to share as much information as you are able to regarding your child, after all you know them best. The more we know, the easier it is for us to get to know your child and support them appropriately.
- We will arrange to meet with other care or health professionals who work with you and your child, to put into place a transition plan.
- We will facilitate staff training as necessary before your child starts
- We will use transition bags and boxes containing favourite/special books/toys, photograph albums, and key objects familiar to your child to support a smooth transition.
- We will agree with you a consistent approach to ensure continuity of care from home to setting.

**Transition to school or new setting:**

- Your new teacher or key person will be invited in to the nursery to meet with

	<p>you and your key person. Sharing in our understanding of your child and their needs.</p> <ul style="list-style-type: none"> <li>• Where possible we will visit the new setting with the child to advise on any adaptations to routine or provision</li> <li>• Your key person will share in their observations and assessment and your child's learning journal with the staff your new setting</li> <li>• We will attend team around the child meetings</li> <li>• We will arrange and facilitate meetings with you for at a convenient time to plan for your child's transition with sufficient time for the receiving setting/school to make necessary plans for an effective transition.</li> <li>• We will share in strategies that are successful and also those that have been less effective with the new setting or school in partnership with you.</li> <li>• Documentation will be passed on to the new setting or school</li> <li>• A photobook will be created that the child can share with parents/key person/peers</li> <li>• Funding to support the key person to support transition visits and the settling period will be sought</li> </ul>
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<p><b>Unique Childs, Positive Relationships</b></p> <p><b>Who can I contact for further information? Who will be my first point of contact if I want to discuss something about my child? Who else has a role in my child's education?</b></p>	<ul style="list-style-type: none"> <li>• The staff photo board will enable you to identify key people within the setting. Every year or sooner if changes occur you will receive a staff newsletter that will also introduce you to the setting staff, including the SENCO.</li> <li>• The setting SENCO and leadership team will be able to offer advice and will be able to signpost you to other parents or professionals who will be able to offer advice, support or arrange for further help.</li> <li>• We can also make a further referral for specialist help with your permission.</li> <li>• The setting itself is supported by an Area SENCO, their role is to ensure that you have a second point of contact should you feel we are not meeting your or your child's needs.</li> <li>• The family information service, our local children's centre and the parent partnership co-ordinator all work together with the setting to ensure that you have correct, the most up to date and relevant information to help you and your child in all aspects.</li> </ul>
<p><b>Positive Relationships, Enabling Environments</b></p> <p>What are the responsibilities of the Atelier Nursery leadership team in enabling and supporting inclusive practice? How Are they involved?</p>	<ul style="list-style-type: none"> <li>• The leadership team are responsible for the all practices and policies relating to inclusion. We will ensure that they are up to date, in place and implemented fully.</li> <li>• We will ensure that our staff team have sufficient training and will disseminate new information and best practice examples through staff meetings and in house training sessions.</li> <li>• We have an open door policy and welcome families to come and visit and share in our work, experiencing our environment first hand.</li> <li>• Our environment is welcoming and inclusive with a range of purposefully designed furniture and resources that capture and inspire all children's interest and learning.</li> <li>• We encourage information sharing by setting staff with relevant agencies in partnership with parents and carers.</li> <li>• We ensure that spaces are shared, but also that spaces are available for privacy, discussion and meetings.</li> <li>• We ensure our building is suitable and accessible.</li> </ul>

<p><b>Positive Relationships</b></p> <p><b>How will I know how my child is progressing?</b></p> <p>In addition to normal reporting arrangements what opportunities will there be for me to discuss my child's progress with his or her key person?</p> <p>How does the setting know how well my child is doing? How will I know what progress my child should be making?</p> <p>What opportunities will there be for regular contact about things that have happened in the setting?</p>	<ul style="list-style-type: none"> <li>• Planned time to establish relationships between parent, child, and key person on entry through an effective settling in process.</li> <li>• Assessment systems are in place for all children such as the two year old check, ongoing observational assessment and termly tracking of progress all linked to the Early Years Foundation Stage ages and stages of developments.</li> <li>• Learning journey capture and enable children's learning to be shared between home and the nursery</li> <li>• Regular parents evenings with your key person are planned across each of the terms</li> <li>• The SENCO is available to meet with at any time</li> <li>• Your key person will regularly review your child's development and sharing their thoughts with you in partnership. The leadership team of the nursery will also hold an overview of every child's development offering a second opinion, alternative strategies as required.</li> <li>• Reports from other professionals will be used to support collaborative working</li> <li>• Parents are welcomed to spend time within the setting observing their child in context</li> <li>• Social events such as picnics, open mooring's and visits enable you as a parent or carer to see your child play and interact with others, they also enable your relationship with your key person to establish and develop.</li> <li>• We operate an open door policy and arrange staff shifts so that your key person is available to talk to and meet with at the start and end of every day.</li> <li>• Regular updates of children's learning are shared through social media, the nursery website, weekly updates and a monthly newsletter</li> <li>• Information regarding the Early Years Foundation Stage and strategies for supporting children's learning are readily available throughout the nursery.</li> </ul>
<p><b>Positive relationships</b></p> <p><b>What support will there be for my child's physical and emotional wellbeing?</b></p>	<ul style="list-style-type: none"> <li>• Transitions in and out of the setting are carefully planned, starting with a home visit and settling sessions that will build the time away from the parents/carers as the child is able to cope.</li> </ul>

<p>What support is available at Atelier Nursery for children with SEND? How does the setting manage the administration of medicines and provide personal care? What support is there for social and emotional development?</p>	<ul style="list-style-type: none"> <li>• Welcome pack and admission pack with key policies will outline what you can expect from the setting as well as offer you the opportunity to share in your knowledge of your child.</li> <li>• Our staff all have an inclusive approach and are welcoming, positive and inclusive in their practice.</li> <li>• The strong key person approach enables children's needs to be identified and met with sensitivity, empathy and clear understanding.</li> <li>• Adults act as good role models for behaviour</li> <li>• Key person build relationships with the child and family</li> <li>• Key person provides intimate and personal care with respect</li> <li>• The key person approach enables a flexible approach to routines and the individual needs of the child.</li> <li>• Staff are trained to administer medicines and careful documentation and recording enable a partnership between parents and key person</li> <li>• A safe and quiet area is provided for children to rest and sleep</li> <li>• Children are encouraged to become independent learners</li> <li>• Individual plans ensure children's needs and interests are met in line with their stage of development</li> <li>• Visual timetables are used when appropriate</li> <li>• Resources are accessible and available at all times</li> <li>• Sensitive and warm relationships and interactions are at the centre of our work</li> <li>• Area SENco and setting SENco work together to ensure children's needs are met.</li> </ul>
<p><b>Positive Relationships</b> What specialist services and expertise are available or accessed at Atelier Nursery?</p>	<ul style="list-style-type: none"> <li>• All staff have accessed child development training and have experience of working with children aged 0-5 years</li> <li>• The setting has good links with the local children's centre, and advisory teams and so is able to signpost families to the appropriate support teams or groups.</li> <li>• The setting has staff trained in Makaton and speech and language</li> <li>• The setting has SENco who has attended SENco training and meets</li> </ul>



	<p>regularly with the Area SENco.</p> <ul style="list-style-type: none"> <li>• All staff have received inclusion and diversity training</li> <li>• Some staff have participated within communication and language training</li> <li>• All staff have attended positive behaviour training</li> <li>• Some staff have attended training linked to specific needs.</li> </ul>
<p><b>Positive Relationships</b>  <b>How will Atelier Nursery help me to support my child's learning?</b>  How will you explain how learning is planned and how I can help support this outside of the setting?</p>	<ul style="list-style-type: none"> <li>• Throughout the setting there are visual displays and information boards that link to the learning taking place at the nursery and the EYFS.</li> <li>• Communication systems at the nursery include, home nursery link books, a learning journal, daily conversations, newsletters, the nursery website and social media. These will all explain your child's learning and how you can support it further</li> <li>• We will invite you to share in your understanding and observation of your child's learning at home. Together we will determine the 'next steps' for your child to take.</li> <li>• Staff within the setting will share with you their understanding of your child's learning and will discuss with you how to extend this outside of the setting.</li> <li>• You will be invited to share in parents evenings and information sessions.</li> <li>• If a child has a particular need identified the setting staff will work in partnership with the team supporting your child and explain to you as a parent how they are acting on the advice given.</li> <li>• Families are invited to be very much a part of the nursery and nursery life.</li> <li>• We will be flexible in offering times to meet with you.</li> </ul>
<p><b>How will I be involved in discussions about and planning for my child's education?</b>  How and when will I be involved in planning my child's education? How are parents/carers involved in the setting more widely?</p>	<ul style="list-style-type: none"> <li>• Parents are involved from the initial visits to the nursery to register their child at the setting. The child's needs, strengths, likes and dislikes are discussed at this point. Parents are encouraged to share information at this point and on an ongoing basis.</li> <li>• Parents are involved in identifying needs, information sharing, identifying targets, next steps to focus on at home and in the setting and reviewing progress towards targets.</li> <li>• Parental permission is always sought before we liaise with other agencies.</li> </ul>

	<ul style="list-style-type: none"> <li>• Parents' knowledge of their child is important to us and we use this as the basis of our work and ongoing partnerships with you.</li> <li>• Your child's learning journal is available to you to share and add to at all times.</li> <li>• A copy of your child's individual planning will be available to you to add to and work from at home.</li> <li>• Our planning and documentation of learning is visible throughout the nursery.</li> </ul>
<p><b>Enabling Environment, Learning and Development</b>  <b>How will the learning and development provision be matched to my child's needs?</b>          What are the settings approaches and how will they help my child?</p>	<ul style="list-style-type: none"> <li>• We will take time to get to know you and your child before entry through meeting with you, visiting you at home and speaking to other professionals who support your child.</li> <li>• You will have regular meetings with your key person</li> <li>• Ongoing observational assessment will be used to establish a starting point within the first few weeks which will then continue to inform next steps.</li> <li>• A PLOD will determine your child's interests and a range of activities that will motivate them in their learning giving them the skill the will and the thrill of learning.</li> <li>• We will ask you to share in assessment s of your child made by other professionals that will support our understanding of your child, their strengths and their needs.</li> <li>• We will plan our environment to support the routine and activities that will benefit your child</li> <li>• We will plan for your child's individual need and resource our environment accordingly.</li> <li>• We will ensure consistency between staff</li> <li>• All staff will be supported by the SENco and Area SENco</li> <li>• Activities, routines, resources and provision are planned for the individual.</li> </ul>